

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

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BOARD MEETING MINUTES

Thursday, January 24, 2013, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Secretary	Erik Meserve, P.E., AECOM
Peter Ginaitt	Paul Roberts, Homeowner Safety Valve Co.
Gary Jarvis	Councilman Ed Ladouceur, Ward 5
	Roy Dempsey
Board Members not present:	
Fred Sullivan, Chairman	
Steven Sylven, P.E.	
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Superintendent	Mathew Solitro, Collection Systems Manager
Lynda Ortiz, Finance Customer Service Mgr.	Lynn F. Owens, Administrative Coordinator

1. Call to Order At 5:59 p.m. Mr. Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held December 20, 2012.

ACTION: Mr. Ginaitt moved approval of the minutes as submitted. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

3. Phosphorus Removal Project

a. AECOM to submit progress report: Engineer Erik Meserve reviewed with the Board the provided progress report on the phosphorus removal project.

- b. Resolution to Obtain a Certificate of Approval from RIDEM for the design and construction of Wastewater Treatment Facility (WWTF) Upgrades and flood mitigation efforts at the WWTF.

ACTION: Director Burke asked for authorization from the Board to sign an application for a certificate of approval for funding for the project. Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

4. Flood Protection and Mitigation

- a. Financial Report of Flood Expenses

Director Burke provided an updated report in the agenda packets; WSA awaits payment from FEMA on the large projects.

- b. Flood Protection design contract progress report

AECOM engineer Erik Meserve stated design work is ongoing. He reviewed with the Board the submitted progress report and timelines. Director Burke stated AECOM is helping WSA move forward our appeal to FEMA for hazard mitigation grant funding for this project.

- c. Bellows Street Pumping Station
 - i. Crossman Engineering to submit progress report

Collection systems manager Mathew Solitro reported that we are still in the shop submittal review process, looking at the wet well and pump station, design calculations, etc. He stated once the weather breaks we will start driving the piles. He invited the Board members to visit the site. He said videos are being taken to document the progress of the project and memorialize the new pump station construction.

5. Billing Services

- a. Paul Roberts, Homeowner Safety Valve Company
Update and Quarterly Revenue Share

ACTION: Mr. Roberts reviewed an update report which shows 952 customers, or 5.2% of WSA's customer base, are currently enrolled in the program. He stated WSA's revenue share to date is \$13,494.11. He shared with the Board two recently submitted surveys completed by customers commenting on the benefits of the sewer line protection plan. Mr. Roberts stated the Warwick Water Division has advertised an RFP (Request for Proposals) for a water line protection program; Homeowner Safety Valve Company plans to respond with a proposal.

Director Burke stated she'd like to map the location of WSA customers enrolling in the protection plan. Mr. Roberts stated he will prepare for the next review a breakdown of invoices itemizing the work performed on claims (20 as of this report). He stated roots are the problem on most of the smaller repairs, and collapsed pipes on the larger jobs. Director Burke explained that WSA tracks blockages within our public lines and documents the causes, whether its grease, roots, aggravated blockages, broken lines, etc. and would like to do the same for the private service connections. Mr. Roberts stated they have a voluntary "Do Not Mail" list for any customer that does not want to receive Homeowner Safety Valve mail.

b. Sewer Assessment Deferment (New)

Name	Year	Address	Reason
MaryLou Reynolds	2	48B St. George Court Plat 314 Lot 93	2.65 acres; Single family residential use

ACTION: Director Burke stated the property owner was granted an abatement of the remainder of her sewer assessment pending connection to sewers (action taken at October 20, 2011 Board meeting). She stated the property has not connected to sewers, so the abatement was not processed. She stated the property owner is eligible for a deferment which is being requested in lieu of the abatement. She said that WSA has communicated with the property owner throughout this process.

Financial customer service manger Lynda Ortiz reported that a connection permit was pulled today. Mr. Jarvis moved to grant the deferment, with the caveat that if connection is made when the weather is more suitable, Director Burke has the authority to apply the previously authorized abatement of the balance of the sewer assessment. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

6. Operation and Maintenance Division

- a. Emergency Purchase Authorization:** Lakewood pump station repairs, New pump station enclosure, Hayes Pump/OEM: 7,906.31
ACTION: Confirm authorization rendered 12/31/2012.

On December 19, 2012, the Atlantic Avenue (Lakewood) pump station was damaged by an uninsured motorist. In accordance with the WSA Emergency Purchase Procedure, the immediate expenditure of funds was necessary to bring the station back to full operation.

Mr. Ginaitt moved to confirm authorization of the emergency purchase. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

- b. Emergency Purchase Authorization: Lakewood pump station repairs, New pump station controller, Hayes Pump/OEM: \$8,258.25
ACTION: Confirm authorization rendered 12/31/2012.

Mr. Jarvis moved to confirm authorization of the emergency purchase. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

- c. Bid #2013-188: Purchase one (1) 2013 Transit Connect XLT Van (or equivalent) for WSA Industrial Pretreatment Program

ACTION: Director Burke explained that WSA would like to accept the low bid and purchase a 2012 model, as the city's purchasing guidelines allow for deviations. She stated the 2012 model meets the specifications of the bid.

Mr. Jarvis made a motion to accept the low bid for the 2012 van (Flood Ford, \$24,270). Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

7. Collection Systems Division

- a. Installation of cured in place liner for 8" clay pipe on New York Avenue (approximately ~~250~~ 292 feet)
Advanced Pipe Inspection, Inc.: \$15,000.00

ACTION: Mr. Solitro stated WSA used its camera to inspect the vitrified clay pipe on New York Avenue and identified cracks and splits in the top of the pipe. He stated the estimated cost to replace the pipe is \$68,000. He stated our current Contract BB provides pricing for cured-in-place liners, but the contract price is high. WSA secured additional cost estimates with the low price from Advanced Pipe Inspection, Inc. of \$15,000 for the installation of approximately 300 feet of cured-in-place liner. Mr. Solitro stated there is great value in lining the pipe; this is a cost efficient proactive effort.

Director Burke stated she has been discussing with Mr. Solitro a plan to create a bid for cured-in-place lining of sewer lines throughout the city. Mr. Ginaitt asked if WSA can do the work in house. Director Burke stated this is a specialized task that would require crews and equipment. Mr. Ginaitt recommended that a cost benefit analysis be conducted when situations like this arise, to determine which process, replacing the line or slip lining the line, is more cost effective in the long term.

Mr. Ginaitt moved approval of a contract award to Advanced Pipe Inspection, Inc in the amount of \$15,000.00. Mr. Jarvis seconded the motion. Messrs. Ginaitt, Guckian and Jarvis voted in favor of the motion. Motion approved.

Director Burke reminded the Board that while WSA had everyone mobilized at Cedar Swamp in 2011, we lined the upstream pipes and coated the manholes and, as a result of that effort, we reduced the infiltration at that pump station by about one million gallons per day. She referred the Board members to the Infiltration/Inflow report (I/I report - listed in the consent agenda) for further information.

Mr. Ginaitt stated there is outside entity interested in operating our new facility. He stated should that happen, the WSA and the City would still bear the burden of maintaining our collection system. He stated we have to acknowledge the fact that every foot of our system in the City is aging, and the maintenance of the system is ongoing. Mr. Solitro stated a review of our I/I report illustrates that WSA is looking inward at our collection system; this will be our focus going forward.

- b. Bayside I-III Sewer Project: Amendment to GRA contract/design services
ACTION: Held from 8-23-12.

Director Burke stated there is no new information to report.

- c. Update on status of future sewer construction
DISCUSSION/ACTION: Director Burke stated there are no updates to report.
- d. Warwick GIS Program Presentation

DISCUSSION/ACTION: Mr. Guckian stated he felt we should put off this presentation until we have a full board in place. Mr. Jarvis agreed; staff is still working on some of the overlays. Director Burke invited any interested Board member to come in to the office and see the progress; she mentioned that Councilman Ladouceur saw a demonstration last week.

8. Administrative Items

- a. Resolution to apply for and accept federal funds through the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) (FEMA-4027-DR-RI) for hazard mitigation efforts and projects.

ACTION: Director Burke stated, per our enabling legislation, the Board must authorize staff to apply for grants. Mr. Ginaitt discussed the radio communication systems available in the state, and its integration with other agencies' communication systems. Director Burke stated she can include in the grant application a request for two (2) RISCON (Rhode Island Statewide Communications Network) portable radios as recommended by Mr. Ginaitt.

Mr. Jarvis made a motion authorizing Director Burke to apply for and accept federal funds for hazard mitigation efforts. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

- b. Director's Report**
 - i. Financial Report
 - ii. Administrative Items

Director Burke provided the Board with a budget report and mentioned that she has been keeping an eye on some budget accounts. She stated the line-item reallocation process has been completed. Board members discussed the reallocation process and reviewed revenues and expenses. Mr. Guckian thanked Janine and staff for their efforts.

- c. Chairman's Report**
 - i. Request for Proposals for Lobbying Services

Mr. Guckian suggested WSA move this forward and asked Mr. Revens for his input. Mr. Revens stated it might make sense to defer this item to the next meeting, to see what the Board will do with the RFP for consulting services (Item 8.d.i.), as some of the work is integrated into that effort. He stated defense is one thing, offense is something else, in terms of lobbying, so it depends on what the scope of services is. Director Burke agreed that we may have a clearer understanding of what the lobbyist could do for WSA following a consultant's work on our enabling legislation.

Mr. Guckian asked that an RFP for lobbying services be drafted for the next meeting, so it can be moved forward when appropriate.

Mr. Guckian asked Director Burke to brief the Board on the possible extension of sewers in the Cowesett/East Greenwich area. Director Burke stated Representative Trillo expressed interest in seeing if the Cowesett area of Warwick, and other areas of the City that border East Greenwich, could be sewerred with flows going to East Greenwich. She offered to reach out to Mr. Bill Sequino, East Greenwich town manager, to discuss whether this is an option.

Mr. Ginaitt asked that a map be sent to Mr. Sequino (and available at the next meeting) showing where our sewer system and the East Greenwich system is located along the border of the two municipalities.

d. Sewer Assessment Committee Report

i. RFP #2013-187 Consulting Services

Mr. Jarvis stated the committee met last week to discuss bids received for professional consulting services to review WSA enabling legislation. He stated the committee has been meeting to review how WSA does business with a focus on assessments and rates. He stated we need to change some of the legislation that allows us to do certain things.

Mr. Jarvis stated one of the things that is going to precipitate whether we can move this forward is whether or not we can secure mayoral support and support from the City Council prior to sending anything to the General Assembly. He stated the committee is recommending we meet with the Mayor and the City Council to secure approval of certain legislative changes, then award this contract for consulting services and consider getting a lobbyist.

Mr. Guckian stated we need to get a lobbyist on board so what happened last year doesn't happen again this year; legislation went through that impacted us, and we weren't aware of it.

Mr. Ginaitt said he didn't necessarily think that when we finally have a product we will need a lobbyist to help us move it forward. However, he said having someone go to the State House daily to monitor, to see if there is anything being considered by the General Assembly that will impact WSA, is as critical as having someone up there defending a piece of legislation. He stated having a presence in the General Assembly would be very helpful.

Mr. Ginaitt said our goal should be one of diplomacy. He stated we've been bruised by decisions of the past; we must continue to move forward. He said we are finally at a point where we can respond and do the right things, step by step, methodically, with the right people at the table. Mr. Ginaitt stated it is up to us as a board to collectively work with the City Council.

Mr. Revens stated we are not at a point yet where we are prepared to submit legislation. He stated WSA has a better chance of accomplishing our goals if there is consensus amongst the WSA, City Council and city administration. Mr. Jarvis stated the proposals for consulting services have been reviewed. He stated the proposed legislative changes will assist WSA in achieving some assessment equity to better serve the community.

Mr. Guckian directed staff to be prepared for possible action on lobbying and consulting services at an upcoming meeting.

9. Drainlayer Consent Agenda – 2013 License Renewals

- a. Rhode Island Septic Services, 315 Nooseneck Hill Road, Exeter
- b. Michael Susi, Armando Ricci & Sons, Inc., 289 Bordon Avenue, Johnston
- c. Stephen Cary, d/b/a Cary Construction Co., 7 Englewood Ave., Warwick
- d. R. T. Nunes & Sons, Inc., 1 Nunes Lane, West Warwick
- e. Allen Excavation, Inc., 2230 Ten Rod Road, Exeter
- f. J. DiCenzo Construction Co., 55 Bleachery Court, Warwick
- g. Patrick Diffley, Diffley Daughters Septic, 1855 South County Trail, East Greenwich
- h. James Butler, 182 South Shore Avenue, Warwick
- i. Tom DiPetrillo, d/b/a Tom DiPetrillo Construction, 45 Tarawa Dr., Warwick

ACTION: Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

10. Consent Agenda - Correspondence

- a. WSA 2013 Board meeting calendar (12-21-12)
- b. RIDEM to WSA re: IBF grants (12-3-12)
- c. RIDEM to WSA re: IBF grants (1-15-13)
- d. RI Congressional delegation to Homeland Security re: WSA appeal for grant funds for levee project (12-18-12)
- e. WSA December 2012 financial report to the City Council (1-9-13)
- f. WSA Infiltration/Inflow report to RIDEM (1-15-13)
- g. WSA Director's report to Mayor Avedisian (1-22-13)

ACTION: Director Burke asked the Board members to review the WSA Infiltration/Inflow report to RIDEM as it shows the progress WSA is making in maintaining our collection system.

Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Guckian thanked Councilman Ladouceur (Ward 5) for coming to the meeting. He encouraged the Councilman to bring his colleagues with him to upcoming WSA meetings; there are a lot of issues WSA is trying to address and it's great when the Council members are in attendance.

12. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. IPP Local Limits Study
- d. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects
- e. Mandatory Sewer Connection Program/Connect Capable Fee
- f. Infrastructure Improvement: 48" line under Rte. 95
- g. Changes to Enabling Legislation relative to Section 2.17 (b) Mandatory connection to sewers (held from 8-23-12 Chairman's report)
- h. Phosphorus Removal Project: Deadline extension (held from 8-23-12 Chairman's report)
- i. WSA Sewer Assessment Deferment Policy (held from 9-27-12 Chairman's report)

ACTION: No action required.

13. PUBLIC COMMENT PERIOD

At 6:53 p.m. Mr. Guckian opened the meeting to public comment.

Mr. Roy Dempsey, 4 Killdeer Road, Warwick, shared his comments with the Board.

Councilman Ed Ladouceur, Ward 5, thanked Director Burke for a great tour of the facility the previous Friday. He said he was impressed with the staff and had no idea of the magnitude of the facility. He stated that for the next couple of months he will be accumulating information and will form his own opinion of WSA. He hopes to have a part in and work with this Authority to assist his constituents in the Highland Beach and Rivervue Terrace areas who are struggling with failing cesspools and no sewers. He stated problems can be resolved. He is interested in discussing WSA's assessment interest rates. He said he would be doing what he can with his colleagues on the City Council and expressed his interest in working with the Board.

14. Adjournment

Mr. Jarvis moved to adjourn. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt and Jarvis voted in favor of the motion. Motion approved.

At 7:02 p.m. this meeting ended.

Aaron Guckian, Secretary

Date of Approval